

**POLICY
1103**

**EFFECTIVE
DATE
11-3-17**

**Eugene
Police Department**



Drug Collection/Disposal Program

1103.1 PURPOSE AND SCOPE

This policy is designed to establish guidelines for the proper collection, handling, and disposal of unused medications through the drug collection and disposal system. The drug collection and disposal program provides a safe disposal location for citizens to properly dispose of unused prescription medications.

1103.2 OPERATING PROCEDURES

This program provides an environmentally safe alternative to disposing of medications in a landfill or sewer system, which may later negatively affect the environment. This program encourages citizens to remove their unneeded medications from their homes. This reduces access to addictive medications from accidental or intentional misuse by children in the home.

The Eugene Police Department will provide a steel mailbox style collection box in which citizens may deposit these medications.

- a. The collection box shall be clearly marked with a cautionary statement, as well as a statement indicating prohibited items.
- b. The collection box shall be locked with two separate locks for security purposes
- c. Citizens may place their unused medications/drugs into the collection box anonymously.
- d. The collection box will be managed and maintained by the CSO office.
- e. The collection box shall be checked daily, and the daily check log completed by the employee conducting the check.
- f. Items collected in the box will be submitted to the ECU by the CSOs following submission policies and procedures.
- g. ECU staff will dispose of the drugs submitted to the ECU following ECU policies and procedures.

1103.3 EMPLOYEE HANDLING PROCEDURES

- a. Emptying the collection box must be completed by a CSO and a witness. This will occur as needed based on usage. The witness may be a second CSO or other EPD staff member.
- b. The drug collection box keys will be kept in separate locations. The first key will be kept in the CSO Office and will be retrieved by the CSO. The second key will be kept in the Records Supervisor's Office and will be signed in and out by the witness.
- c. Personal Protective Equipment (PPE) shall be provided by the department, and must be used while checking and servicing the Drug Collection Box.
 1. Use a scale at HQ to confirm that the box does not weigh more than 34lbs.
 2. Use packing tape to seal the box of deposited drugs.
 3. Cover the seams of the box with evidence tape.
 4. The CSO and witness shall sign and date all tape seals on the exterior of the box.
 5. If the number of boxes provided is low, request more boxes from the ECU.
- d. A case number with the incident type "Found Property" must be acquired.
- e. An Evidence Property Report form (EPR) will be completed for submission to the Evidence Control Unit. In addition to the required information on the EPR, write, "Witnessed by: _____" and have the witness sign and date the line on the EPR.
- f. Write the case number, EPR number, date, item number, and CSO badge number on the box.
- g. Return the keys to their locations.
- h. The contents of the sealed and signed ECU boxes will be transported to ECU by the responding CSO immediately after the box is sealed.
- i. Weigh the box using the scale at ECU and put the exact weight on the EPR and the outside of the box.
- j. Submit the box to ECU following proper evidence submission guidelines.

PETE KERNS
Chief of Police